



## ***Facility Policy Manual***

### **Robert Coleman Community Center (Park Office)**

303 Portland Blvd  
Portland, TN 37148  
Office • 615-325-6464  
Fax • 615-325-5343  
M-F 8:00 am - 4:30 pm  
[www.CityOfPortlandTN.gov/Departments/Parks-Recreation](http://www.CityOfPortlandTN.gov/Departments/Parks-Recreation)  
[Facebook.com/PortlandParksRec](https://www.facebook.com/PortlandParksRec)

### **Dogwood Hills Municipal Golf Course**

1224 South Broadway  
Portland, TN 37148  
Office • 615-745-5592  
[Facebook.com/DogWoodHills](https://www.facebook.com/DogWoodHills)

Weather / Facility Hotline • 615-614-8602  
[www.rainoutline.com](http://www.rainoutline.com)

### **Richland and Meadowbrook Park Hours**

May 1 – Oct 31 7 AM – 11 PM  
Nov 1 – April 30 7 AM – 10 PM

### **City Hall**

100 South Russell  
Portland, TN 37148  
Office • 615-325-6776  
[www.CityOfPortlandTN.gov](http://www.CityOfPortlandTN.gov)  
[Facebook.com/CityOfPortlandTN](https://www.facebook.com/CityOfPortlandTN)

## **PARKS DEPARTMENT STAFF**

<b>Director</b>	<b>Jamie White</b>	615-325-6464 jamie.white@cityofportlandtn.gov
<b>Assistant Director</b>	<b>Tammy Groves</b>	615-325-6464 tgroves@cityofportlandtn.gov
<b>Crew Leader</b>	<b>Trent Stephens</b>	615-325-6464 tstephens@cityofportlandtn.gov

## **PURPOSE**

The purpose of this manual is to set forth rules for all athletic leagues and for recreational activities operated within the City of Portland park system. All patrons and users are expected to adhere to these rules and regulations at all times. Further, procedural guidelines will be issued to all leagues, teams, or civic clubs, as well as special interest groups for special events.

It is the intent of the Parks and Recreation Department to aid in the use of the park facilities and to ensure that all patrons and groups are treated fairly. The department will strive to see that all use is in the best interest of the community as a whole. Your efforts in supporting the activities in the parks and in taking care of the facilities will guarantee the finest community recreation possible.

## **MISSION STATEMENT**

The City of Portland Parks and Recreation Department provides a variety of recreational services, programs and special events to the community. We strive to identify the needs and desires of all citizens, and provide services that will improve quality of life.

## **EQUAL OPPORTUNITY**

The City of Portland is an Equal Opportunity Employer and Provider of Service; and the City of Portland does not discriminate based on race, color or natural origin.

The City of Portland will comply with Title VI Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. The City will utilize its best efforts in maintaining compliance in all programs subject to requirements of Title VI and all other federal regulations applicable to the administration of such programs.

## **Section 1**

### **General Information**

#### 1.01 Restricted Activities

It is the responsibility of all users of City owned facilities and/or property to adhere to all rules and regulations of the City of Portland Municipal Code, all Ordinances, all Resolutions, and all other applicable Federal, State, and County regulations and laws, including but not limited to restrictions governing the use of fireworks, vending and selling, alcohol, and disturbing the peace; and it is the responsibility of any business, group, club, organization, or person to ensure they have the proper permits, permission, insurance, and/or approval before engaging in any activity. Individual persons, groups, clubs, businesses, and organizations may not use any City Facility and/or City Property for profit or non-profit purposes; nor can individuals use City Facilities and/or City Property for yard-sales, give-a-ways, promotions, services, etc. Entry fees and selling are typically not permitted for any type of standard facility reservation. The City reserves the right to hold special events and/or activities as it chooses; and at any time the City can refuse, restrict, and abolish any activity it deems to not be in the best interest, or safety of the facility, the property, the public, or the staff.

#### 1.02 Photographers

All photographers taking any pictures (team or action) for sale (including website based sales) must first obtain approval from the governing body of the sport(s) or activity, and also obtain prior approval from the Parks Department. The photographer must also obtain a business license with the City of Portland, provide a copy to the Parks Department, and also provide any written records of sales information to the Parks Department upon request.

#### 1.03 Parking and Vehicles

No parking is allowed on the grass. Parking must be in the parking lot or other assigned areas. No vehicles, or any style of mechanical transportation, are permitted to be off designated areas for driving and parking; neither are unapproved carts, scooters, or other modes of transportation allowed on cart paths, or in any public space that may create unsafe or hazardous conditions.

#### 1.04 Pets

Pets are generally allowed in all parks, and are required to be on a leash (in compliance with city law). Due to the safety of all patrons and general sanitation, pets are not permitted on or around athletic fields, pool area, community center, the gym, or playground areas; including the areas between fields. No pet and/or animal services such as training, grooming, washing, selling, trading, or vaccinations shall be allowed on City owned property.

#### 1.05 Tobacco and Vaping

Smoking, vaping and tobacco products are prohibited in all facilities.

#### 1.06 Alcohol

Alcoholic beverages are prohibited in all facilities and on all grounds. Even when renting a facility (such as a shelter, community center and pro shop) for a private function, alcohol is not permitted.

#### 1.07 Fences

No hitting (batting practice) into the fences, no “soft-toss” baseball/softball drills into the fences (except with tennis balls or plastic balls). No jumping or climbing fences at any time.

#### 1.08 Facility Usage Waiver

All park use is governed by the Facility Usage Waiver. This document is part of every facility permit, and is included with this manual. It is the full responsibility of the user to be aware of all terms of the Facility Usage Waiver.

#### 1.09 Special Events

Any event in which the general public is invited to participate or attend, must be approved through a Special Event Application. This application must be reviewed and approved, and may also require additional requirements (such as insurance or deposits). There are restrictions and requirements, and applicants should refer to the special event application for further details. Applications must be submitted at least 60 days prior to the event. Further terms related to the specific event will be provided upon approval. The Parks Department does not have tables or chairs available to rent or loan for special events.

#### 1.10 Insurance

Some activities may require the user to obtain a certificate of insurance (liability) naming the City of Portland as an additional insured. This is common in most special events, and all teams using facilities for practices or games. Further details are available from the Parks Department.

#### 1.11 Golf Carts / Utility Vehicles

Facility users may, with approval from the Parks Department (in advance), operate utility vehicles (such as golf carts, or Gators) during the event. Such vehicles are for off-field use only, and they must stay off or between the athletic fields. Vehicles may only be operated by licensed drivers, and the operation of the vehicle is the sole responsibility of the user and the organization. Keys should be removed from parked vehicles at all times. Vehicles owned or leased by the Parks Department are not available for public use.

#### 1.12 Athletic Fields – Maintenance and Modifications

Users are not permitted to place any material on an athletic field, except under the specific direction or instruction of the Parks Department. This includes but is not limited to dirt, sand, clay, sod, topsoil, infield mix, drying agents, seed, straw, and fertilizers. Users are permitted to paint or line playing fields, with permission granted from the Parks Department. Users are not authorized to enter any field with any vehicle, machinery or equipment (such as trucks, mowers or field groomers). Users are not authorized to modify, relocate, repair or renovate any field, facility or structure without approval, in advance, from the Parks Department.

### 1.13 Field and Facility Closings

Field and facility closings due to weather or field conditions is controlled by the Parks Department. It is the responsibility of all users (including league teams) to retrieve this information from the Parks Department (accessed through the hotline and the website). No access is permitted on a closed field. Once an activity has started, the users accept the responsibility for the determination of if and when weather or general conditions have rendered the field or facility unsafe for play, or if continuing play might result in damage to the field (turf). Users authorized and expected to make this decision include coaches, league administrators, and game officials. The Parks Department also reserves the right to terminate activity and close facilities, even after an activity has started.

### 1.14 League Play

Use of the facilities for league play must be approved by the Parks Department. League play that will be in direct competition with an existing group using the facilities will not be permitted, which is defined as the same sport during any part of the same season.

### 1.15 Heat Policy

All users, including leagues and general users (including those renting facilities for team games, practices or tournaments) are required to adhere to the Tennessee Secondary School Athletic Association (TSSAA) Heat policy, which can be found at TSSAA website ([www.tssaa.org](http://www.tssaa.org)). The requirements of the policy include adjustments which must be made for activities depending on the heat index at the location where the activities take place, and prohibits practicing or competing when the heat index is in excess of 104 degrees Fahrenheit. This is considered a minimum policy, and leagues and general users can adopt their own policies, but only if they are more restrictive.

### 1.16 Signs

No signs are permitted for any form of advertising or sponsorship without prior approval from the Parks Department. Team or league sponsorship signs or banners, or informational or promotional signs may be displayed on or around athletic fields or facilities which are in use by that particular group, but may only be displayed during times of actual use. Signs which are advertising registration periods for approved leagues or users of the park may be displayed, with prior approval from the Parks Department.

## **Section 2 Conduct and Discipline**

All players, coaches and spectators are required to conduct themselves in a proper manner with respect to the sport and activity they are associated with. All are required to adhere to all rules contained in this manual, as well as those governing the league or activity they are participating in. Each league and coach is responsible for informing all participants, coaches, players, parents and team spectators of these rules. All rules apply before, during, and after games or practices. The Parks Department governs the facilities, and has jurisdiction over all participants, coaches, players, parents and spectators, regardless of their league or organization rules. Violation of rules, or ejection from any game or event, will result in a review by the Parks Department. The Parks Department will rule on disciplinary issues individually, as they occur, and will have the authority to issue suspensions and probation.

### 2.01 Conduct

No person shall use threatening, abusive or insulting language, either verbally or by using gestures. No person shall deface, abuse, or attempt to destroy city facilities or property. No person shall engage in, instigate or encourage a fight. No person shall disobey the lawful and reasonable order or instruction of a police officer, league or game official, or any City of Portland Parks Department employee. No person shall disobey and/or disregard the notices, prohibitions, instructions or directions of any park sign, including rules and regulations posted on the grounds or buildings. No person shall strike, push, manhandle, threaten, or verbally assault any game official (including umpires, referees, scorekeepers) in any way before, during or after a game.

### 2.02 Suspensions

There are no minimum or automatic suspension rules. League officials, umpires or referees are not authorized to issue suspensions on behalf of the Parks Department. Suspensions issued from the City of Portland Parks Department will always be in writing. Leagues will have the right to issue internal disciplinary action (such as suspensions) for their own coaches, players, parents and miscellaneous personnel, and the Parks Department will not get involved in this business of the league. A league or user does not have the authority to cancel or rescind a suspension from the Parks Department. Suspensions will always restrict the individual from all grounds and facilities (suspended parties are not permitted to enter the property).

### 2.03 Ejections

Any person ejected from a facility by an official must immediately vacate the premises. In the case of an adult, this means the City of Portland property (not just the field or play or building). In the case of a minor, the participant may remain in the area at the discretion of the game official or the league administration. After an ejection, returning to the facility (as applicable) or approaching an official after the game or activity is considered a separate violation, in addition to the ejection. There should be no further contact with any officials after an ejection.

### 2.04 Appeals

Appeals may be submitted to the Parks Department (to the office of the Parks Director), in writing, within 10 days of the incident which resulted in the disciplinary action. The Parks Department may rule on the appeal or refer it to the Parks Advisory Board or Public Safety Committee for further review (at their next regular scheduled meeting). Unless specifically notified otherwise, suspensions are not deferred or temporarily lifted pending an appeal (suspensions remain in effect during an appeal). Appeals to suspensions issued by local leagues (teams not managed by the Parks Department) will not be heard by the Parks Department.

## **Section 3**

### **Leagues (Volunteer Groups)**

Volunteer groups or leagues (LG) manage their own leagues, but must coordinate this effort with the Parks Department. The LG is responsible for all items contained in sections 1 and 2 of this manual, in addition to this section.

#### 3.01 User Fees

The LG will make payment of a facility usage fee to the City of Portland Parks Department, in the amount of \$5 for each participant, in each season. This payment is due no later than 7 days after the first scheduled game of the season.

#### 3.02 Gate Policy

A LG can collect a gate (admission fee) only under the following circumstances:

1. Jamboree
2. Tournament
3. Play-off games
4. Regular season games, when hosting teams from out of town (at least 25% of teams involved in a particular day are from outside the LG).

A LG can not collect a gate for regular season games, when games are being played among teams from the LG (unless the 25% rule is met). Any variance from these guidelines can occur only with Parks Department approval, in advance. The Parks Department must approve the physical location of the gate. Gate procedure only permits collection of funds for the LG activity. Any patrons for any other activity or sport are to be permitted immediate access, and no “proof” is required.

#### 3.03 Concessions

The City of Portland Parks Department will be paid 15% of gross revenues collected in the park from all concessions. Any LG operating a concession stand is required to produce formal reports of gross sales. This report and payment is due within 30 days after the last game of the season. The Parks Department reserves the right to restrict the sale of any product or brand.

#### 3.04 Practice Times

Practice times for LG teams will be allocated to the LG by the Parks Department. These are the only practice times available to LG teams. LG teams are not permitted to schedule individual practice times with the Parks Department. The gym is not available to any outdoor (soccer, football, baseball, softball) LG practices.

#### 3.05 Scheduling

The LG must submit game and practice schedules to the Parks Department, for approval, at least 2 weeks in advance of their start. Lights and field preparations are based on the approved schedules. The LG must use forms as provided by the Parks Department, and adhere to schedule deadlines. All LG scheduling is subject to facility availability. Facility scheduling is coordinated by the Parks Department at all times.

### 3.06 Information

The LG must, upon request, provide the Parks Department with full contact information on any participants, including board members, administration personnel, coaches, players and parents.

### 3.07 Trash

The LG is responsible for removing trash from all dugouts, team areas, concessions, restrooms, fields, or facilities after all practices and games. The LG is responsible for placing all trash in cans provided or bags.

### 3.08 Tournaments and Fees

Any tournament organized or managed by a third party (such as a sanctioning body of a youth sports league like TSSA – Tennessee State Soccer Association, USFA – US Fast Pitch Association, softball organizations such as NSA, or baseball organizations such as USSSA), and/or in which any funds are retained by the third party is defined as a special event (refer to section 1.09). The third party must submit and apply for a special event with the Parks Department, and must pay field usage fees. There is no charge for the LG to hold an “internal” or a “general” tournament with no involvement from or funds due to a third party organization, subject to scheduling with the Parks Department. The Parks Department reserves the right to limit the number of such tournaments in a season or calendar year.

A league “internal” tournament (LGT) is defined as one in which only teams from the LG are involved and is held within the current season. A league “general” tournament (LT) is one in which outside teams are involved, or is held outside of the current regular season. As long as the LGT or LT is managed exclusively by the LG, and all proceeds are retained by the LG, the usage fee for an LGT will be no charge and the usage fee for an LT will be at the rate of \$25 per team (and is the responsibility of the LG, due no later than the first business day after the tournament).

Exceptions – Regular season games are often scheduled with teams from out of town. That is not a special event tournament. Some organizations, such as Dixie Youth Baseball, hold district tournaments involving teams from different communities. Hosting one of those is not a special event type tournament, if it’s part of the LG program. Hosting a Middle Tennessee Youth Football League playoff game, or a “Super Bowl”, is also not a special event type tournament, it’s part of the LG program.

## **Section 4**

### **Leagues (Parks Department Programs)**

League managed by the Parks Department (PD) are under the total jurisdiction of the office of the Portland Parks and Recreation Department. All participants are responsible for all items contained in sections 1 and 2 of this manual, in addition to this section.

### 4.01 Fees

All fees, for individual players or teams, will be collected by the PD. No other party is authorized to collect fees on behalf of the PD. All registration for PD leagues will require payment at the time of registration.



#### 4.02 Team Rosters

Adult leagues will require rosters to be completed and turned into the PD. Youth team coaches will typically be provided with their roster by the PD. In either situation, only players on the roster are eligible to participate. All aspects of the team roster are the responsibility of the head coach.

Participation by an illegal player or any misrepresentation on rosters with names, signatures, addresses, telephone numbers or date of birth may result in forfeiture of all games, suspensions or coach and player, and removal of the entire team from the current and future seasons. A formal protest is not necessary for the PD to initiate action regarding roster violations. In an adult league, players may only change teams during a season with a formal written release from the head coach of their current team, and a written request from the new team. In any league in which the PD has assigned the players (typically youth leagues), players may not switch teams during the season. In adult leagues, players must always be able to provide identification upon request by a league or game official.

#### 4.03 Gate Policy

There will typically not be a gate or entry fee for any PD league. No other party is authorized to collect a gate fee on behalf of the PD or any other entity.

#### 4.04 Concessions

Sale of any concessions to service any PD league must be authorized by the PD, in advance. No concessions will be permitted to operate in competition with any existing concession stand. The Parks Department reserves the right to restrict the sale of any product or brand.

#### 4.05 Facility Scheduling

All practice times and scheduling will be coordinated by the PD. The PD may provide practice times as part of the league, but any practice time or field reservations above and beyond that will be prohibited (for youth teams) or be at the expense of the team (for adult leagues).

#### 4.06 School or Church Facilities

When activities are scheduled at alternate sites (such as at a school or church facility), all users are required to adhere to the rules of the PD, as well as any rules and regulations associated with that facility. It is the responsibility of the user to be aware of all rules governing an alternate site. Any individual that is restricted from access to an alternate site used by the PD, will not be allowed access to the site during a PD event.

#### 4.07 Trash

All users are responsible for removing trash from all dugouts, team areas, fields, or facilities after all practices and games.

#### 4.08 Forfeits

Teams that forfeit on 2 separate days of play during the same season will be subject to possible removal from the league, with no refund. When notified in advance, the PD will notify the opposing teams of forfeits. Unless notified by the PD, teams are advised to show up for all games.

#### 4.09 Rules

League rules and guidelines will be provided to coaches by the PD.

#### 4.10 Protest Procedures for Illegal Players

A head coach may protest for an illegal player only during a game in progress (defined as the moment lineup cards are exchanged until the end of the game), and then follow this procedure:

The head coach should notify the current game official of the specific player(s) in question.

The game official shall confirm the identity of the player(s) and provide to the head coach.

The game will continue.

The head coach must submit a written protest to the PD ...

By the close of the next business day

With a \$20 cash payment

With the name of the confirmed identity of the player(s) questioned

Failure to follow every step of this procedure will invalidate the protest.

The fee will be returned if the protest is upheld, and will be forfeited if the player is legal. If in a tournament situation, the \$20 fee must be provided to a league official on site, and the situation will be ruled on immediately. Fees are not to be paid to game officials.

#### 4.11 Protest Procedures for Rule Interpretations

A head coach may protest a game ruling only during a game in progress (defined as the start of the game until the completion of the game and the players and officials vacating the field of play).

The head coach must notify the current game officials immediately, of the nature of the protest and the fact that the game is being continued under protest.

The head coach must submit a written protest to the PD ...

By the close of the next business day

With a \$50 cash payment

With a complete written report of the reason and details for the protest.

Protests for judgment calls will not be considered (and the fee forfeited).

Failure to follow every step of this procedure will invalidate the protest.

The fee will be returned if the protest is upheld, and will be forfeited if not upheld. If in a tournament situation, the \$50 fee must be provided to a league official on site, and the situation will be ruled on immediately. Fees are not to be paid to game officials.

## **Section 5**

### **General Users (Athletic Field Rental)**

All users of the athletic fields are under the total jurisdiction of the office of the Portland Parks and Recreation Department. All users are responsible for all items contained in sections 1 and 2 of this manual, in addition to this section.

#### 5.01 Gate Policy

Users are not permitted to operate a gate without the prior approval of the Parks Department. If approved, the Parks Department must approve the physical location of the gate. Gate procedure would only permit the collection of funds for the user activity. Any patrons for any other activity or sport are to be permitted immediate access, and no “proof” is required.

#### 5.02 Concessions

Sale or operation of any concessions to serve an activity must be authorized by the Parks Department, in advance. No concessions will be permitted to operate in competition with an existing concession stand. Users have no financial claim to any concession fees operated in the park during their event. The Parks Department reserves the right to restrict the sale of any product or brand.

#### 5.03 Information

The users, upon request, must provide the Parks Department with full contact information on any participants, including coaches, players and parents.

#### 5.04 Access

A facility reservation does not include access to a press box, scoreboards or concession stands. Limited access may be granted, and also may have to be coordinated with other user groups who may manage those facilities or buildings.

#### 5.05 Trash

All users are responsible for removing trash from all dugouts, team areas, fields, or facilities after all practices and games.

## **Section 6**

### **Facility Usage Waiver**

City of Portland Parks & Rec (PARKS)

Rental Group (USER)

**Reservation Time:** Your reservation time includes all setup and teardown.

**Restricted Activities:** It is the responsibility of all users of City owned facilities and/or property to adhere to all rules and regulations of the City of Portland Municipal Code, all Ordinances, all Resolutions, and all other applicable Federal, State, and County regulations and laws, including but not limited to restrictions governing the use of fireworks, vending and selling, alcohol, and disturbing the peace; and it is the responsibility of any business, group, club, organization, or person to ensure they have the proper permits, permission, insurance, and/or approval before engaging in any activity. Individual persons, groups, clubs, businesses, and organizations may not use any City Facility and/or City Property for profit or non-profit purposes; nor can individuals use City Facilities and/or City Property for yard-sales, give-a-ways, promotions, services, etc. Entry fees and selling are typically not permitted for any type of standard facility reservation. The City reserves the right to hold special events and/or activities as it chooses; and at any time the City can refuse, restrict, and abolish any activity it deems to not be in the best interest, or safety of the facility, the property, the public, or the staff.

**Facility Problems:** The permit authorizes the USER reservation. Other facility users may not be removed without the permit in hand. For assistance in enforcing the USER permit, contact the PARKS (325-6464) during normal business hours (M-F, 8:00-4:30) or the Portland Police Department (325-3434) outside of normal business hours.

**Rain / Snow / Extreme Weather:** It is the responsibility of the USER to contact the PARKS for facility closings due to weather. Means of obtaining this information can be found on the PARKS website or through the office. There are no refunds for any weather condition, unless the facility is closed by the PARKS.

**Tables and Chairs:** There are limited quantities of tables, chairs, picnic tables and grills on hand at the facilities. There is no guarantee on the number of tables and chairs available, or on the condition of picnic tables or other peripheral furnishings or equipment. The user should specifically report anticipated attendance and other information requested as part of the reservation. The PARKS will make every effort to advise the USER of any anticipated issues.

**Parking:** Parking is limited to designated areas, or areas defined by the PARKS or the City of Portland.

**Electricity & Water:** Facilities have limited electrical capabilities. The PARKS does not guarantee the working condition of electrical outlets, and cannot guarantee staff available to correct any failures during a reservation. USERS should be prepared to provide an electrical source to meet their specific needs (generators are permitted). Direct water hook-ups are not available.

**Grills and Cooking:** No type of USER provided grill or cooking appliance is to be used under the roof of any facility, indoors, and without prior approval from the PARKS.

**Cancellation and Refund:** The PARKS will process a refund if the event is cancelled with a minimum of 1 week advance notice. An administrative fee of 33% (not to exceed \$25) will be retained by the City of Portland for all refunds. There are no refunds on any cancellation with less than 1 week notice.

**Revisions:** Revisions are treated as cancellations and new reservations, and will incur fees associated with the terms of a cancellation.

**Terms:** USER agrees that it and all users of said facilities will abide by all rules and regulations. USER shall so conduct its activities upon the premises so as not to endanger any person lawfully thereon, and shall indemnify, save and hold harmless the City of Portland, the Portland Parks Department and all of their officers, agents and employees (CITY) from any and all claims for losses, injuries, damages and liabilities to persons to property, however caused, while said premises are under the control of USER. USER hereby assumes full responsibility for the character acts, and conduct of all persons admitted to the premises by consent of the USER, or its officers, employees, agents, members or representatives. USER will report all injuries in writing within 24 hours.

USER will reimburse the CITY for any costs, expenses or fees incurred in any litigation or negotiations prior to litigation, to which the CITY may be a party or be involved, caused by the acts of the USER or due to the accidents or occurrences against liability for which the USER hereby agreed to indemnify the CITY.

USER agrees that if said premises or the building, equipment or furnishings thereon, are damaged during the term of this agreement, by the act, default or negligence of USER or any person admitted to said facility by the USER, the USER shall pay to the CITY upon demand such sum as shall be necessary to restore said facility to the condition that it was in at the commencement of this agreement, and to replace and to repair any equipment of furnishings so damaged.

USER will pay the CITY at 2x the facility reservation rates due to any use outside the times reserved for this particular reservation. USER agrees to leave such facility in a clean and orderly condition and agrees to pay the CITY upon demand such sum as shall be necessary to restore such facility to a clean and orderly condition.

It is understood that the CITY reserves the right to cancel this agreement for any default by USER, or to cancel or reschedule this agreement with just cause.

USER agrees to all terms and conditions of this facility reservation agreement.

**Parks Office**

303 Portland Blvd  
Portland, TN 37148  
615-325-6464

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